

Submittal Procedures & Deadlines

- **Step One - Request for a Public Hearing** - This request is the first step in the rezoning process. Once you have reviewed your request with the planning director you will fill out this request form and submit it to the planning department. Deadline for submittal is 10 days prior to the next council meeting.
- **Step Two - Rezoning Application** - Once council has reviewed the request they will typically set the public hearing for their next meeting date along with placing the request on the next planning board meeting for their recommendation. The Friday after the first council meeting (step one) you will need to fill out the "Zoning Action Request/Permit" form and submit all required documentation and pay the required fees.
- **Step Three - Public Hearings** - Once staff has received all the required materials we will review the application and place it on the planning boards agenda. They meet the fourth Monday* of each month. They will review the request and make a recommendation to the city council. City council will then hold the public hearing on the request and act on it. They meet the first Monday* of each month.

*Exception may be if this date falls on a holiday. If so they typically will hold the meeting on the following Tuesday.

Timeline -

- Review request with Planning Director
- Fill out and submit "Request for a Public Hearing" form 10 days prior to the next council meeting.
- Attend Council meeting (1st Monday of each month).
- Submit "Rezoning Application" the by the Friday after the council's meeting date to consider your request.
- Attend Planning Board meeting on the 4th Monday of each month. Be prepared to discuss your request.
- Attend City Council public hearing meeting for the request. Be prepared to discuss your request in detail.



You are responsible to pay for the applicable fees prior to the item being placed on an upcoming agenda.

The city accepts check, cash,
or credit card (fees apply)

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**"We're planning for our future each
step of the way"**



City of King

Requirements to Rezone a Parcel of Land

Planning & Inspections Department

336-983-8265 tel.

336-983-2669 fax

Rezoning Land in King

King's rezoning process

The City of King has two types of rezoning methods that can be used. We have the "Conventional/General" method where a piece of land is looked at in a "general use" since and whatever is allowed in the proposed district would be allowed to go there once it's rezoned. This would only require that the applicant fill out the request and submit a copy of the deed and a plat map showing the recorded tract. The second method and most used is the "Conditional Rezoning" method. In this method the applicant is required to submit a site plan showing the specifics of their request as well as defining their proposed use for the property. This method is preferred by the city council due to it's ability to answer specific questions that typically arise during a rezoning case. It also allows surrounding property owners a way to see what might be built/developed near them. The city's planning staff can assist you in making the right choice in the manner of which method would be best for your particular case.

Conventional/General Rezoning Method

Using this method of rezoning will require the applicant to provide the following items:

- A copy of the deed for the land and;
- A copy of a plat map showing the property. If a portion of the tract is being petitioned then a new survey of the affected area will need to be submitted showing the subject area.
- A completed application. The application will need to be signed by the property owner or a letter of acknowledgement signed by the owner stating that they understand that the land is being considered for rezoning.
- Once the application is reviewed then the proper fees need to be paid (see fee schedule). Then planning department will then place the request on the city council's next agenda for review.

Conditional Rezoning (CZ) Method

Using this method of rezoning is used to ensure compatibility with surrounding uses and the following provisions shall be applied:

- The petition is proposed or agreed to by all the owner(s) of the subject land. Specific conditions may be proposed by the petitioner or the local government or its agencies, but only those conditions approved by the local government and consented to by the petitioner in writing may be incorporated into the zoning regulations.
- The petitioner shall incorporate any proposed modifications to use, intensity, or development standards applicable in the parallel conventional district.

Cont. - Conditions and site specific standards imposed in a conditional district shall be limited to those that address the conformance of the development and use of the site to local government ordinances, plans adopted pursuant to G.S. 160D-5-1, or the impacts reasonably expected to be generated by the development or use of the site.

Preparations and timeframes -

- (1) A boundary survey and vicinity map showing the property's total acreage, its zoning classification(s), and zoning classification of adjoining properties, the general location in relation to major streets, railroads, and/or waterways, the date, north arrow, and drawn by a licensed design professional to at least a 1:100 scale in accordance with ordinance, comprehensive plan, city design criteria, and state laws;
- (2) Those sections of the ordinance that relate to the proposed rezoning request with any proposed conditions by the developer/applicant. See Sec. 32-164 and Sec. 32-241 through Sec. 32-282.

- Applicant may then submit the request to the planning staff for review and placement on to the Council's next agenda. At that meeting, Council will review the request and set the public hearing for their next regularly scheduled meeting unless they require the applicant to hold a neighborhood meeting prior to the public hearing.
- Once the Council has reviewed the request for a public hearing and sets the date of the public hearing, the applicant can pay the applicable fee and submit the final rezoning application along with any maps, conditions, and supporting documentations.
- A copy of the site plan must be submitted in PDF form and then 20 paper copies no larger than 24" x 36".
- At the Council's meeting a public hearing will be held. During the hearing the council will hear from the applicant on merits of their case based on what has been submitted. During this time the applicant or Council can recommend condition(s), as long as both parties agree on said condition(s), to aid in meeting the comp. plan and satisfying ordinance standards.

Abutting property owners and any citizens with concerns are allowed to speak at this hearing. At the conclusion of the hearing the Council shall take into consideration the Planning Board's recommendation along with what the applicant has submitted, concerns of the public, and staff recommendations to render a decision on the request.

- Subject property will be posted and abutting property owners will be notified of the upcoming public hearing and rezoning request. It's always a good ideal to speak to adjoining property owners regarding a CZ rezoning prior to them receiving mailed notices from the city.

Rezoning Fees*

* Fees subject to change. Please check with the planning department to verify current fees.

